

Trade Act Assistance Program

Quick Reference Sheet

Revised 05/11/05

TAPR mandatory field locations

(Some may not be system required but are required for reporting purposes)

The TAPR always reports what was happening with the customer when they were determined Trade eligible.

- Provider Module / Services Tab / Service Detail Section / O*NET Title Field (***shared data entry***)
- Customer Module
 - Gen. Info Tab (***OET data entry***)
 - Customer Data Section
 - Date of Birth
 - Gender
 - Customer Assignment Section
 - UI Claimant
 - Ethnic Heritage Section
 - Education & Employment Section
 - Education Level
 - Add'l Info Tab (***OET data entry***)
 - Programs Section
 - Customer Disability Status
 - Military Service Section
 - Work History Tab (***OET data entry***)
 - Detail Section
 - Start Date for qualifying separation employer (needed to calculate Tenure)
 - End Date for qualifying separation employer (needed to calculate Tenure)
 - Reason for Leaving 'Dislocated due to foreign trade' for qualifying separation employer
 - TAA / NAFTA-TAA Section
 - Qualifying Separation Date
 - Tenure
 - Application Date
 - Petition Number
 - Program of Participation
 - Petition Certification Date
 - Activities Button/Tab (***shared data entry***)
 - Must enter appropriate activity that the customer is enrolling in
- Comprehensive Assessment Module (***shared data entry***)
 - Education Tab
 - Pell Grant Recipient?
 - Math & Reading Section
 - Limited English
- Services Module (***shared data entry***)
 - Services Tab

The appropriate services must be entered on the customer record

 - Detail Section

Must complete all appropriate fields in addition to:

 - Completed field
 - Funding Section
 - Waiver From Training
 - Enrollments Tab
 - Exit Info Section
 - Exit Date
 - Outcomes Tab
 - O*NET Title
 - Remained with Layoff Employer?